



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 961.4

Job Title: **ASSISTANT C & E FACILITIES MANAGER**

Pay Grade: 26

GENERAL SUMMARY:

Coordinates the operation and maintenance of Convention/Entertainment facilities.

RESPONSIBILITIES:

- Supervises the operation of Convention/Entertainment facilities through the direction of key personnel.
- Assists supervisory personnel in procuring goods and services.
- Serves as a liaison between Convention/Entertainment Facilities, Accounting, Payroll and Procurement.
- Enforces facility rules and regulations for all occupants.
- Interfaces with clients, vendors, and contractors on special requirements and activities.
- Establishes goals and evaluates section performance.
- Trains, develops and evaluates subordinates.
- Assists in preparing the annual budget and annual report.
- Monitors all contractors performing required duties in the facility.
- May perform special projects as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Hotel/Restaurant Management, Liberal Arts, Social Sciences or a closely related field. Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Five years of professional experience in convention/entertainment operations or related activities are required.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly requests personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal indoor environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Account Executive
- Theater Event Coordinator/Senior Account Executive
- Assistant C & E Facilities Manager
- C & E Facilities Manager

Effective Date: October 1990

Revised Date: October 1998